



Required On-Site Documents

The following is a list of documents that need to be accessible for AOE review at the on-site monitoring visit.

Needs Assessment

1. A written needs assessment that includes:
 - a. Student learning needs priorities based on data;
 - b. Educator professional learning needed to address student learning needs;
 - c. How teachers are involved in the needs assessment; and
 - d. Other pertinent data

Title IA

2. Letters/memos of Title IA guidance to schools
3. Forms or checklists used for Title IA administration
4. Minutes from technical assistance visits, agendas, etc

Title IIA

5. A sample of research for one or more of the Title IIA professional development investments
6. A copy of evaluation protocol and summary of findings specific to at least one major Title IIA investment
7. Documentation of Title IIA professional development specific to teachers' understanding and using data and assessments to improve student learning. Sample documentation may include:
 - (a) coaching/mentoring logs that specify coaching is used for teachers to better understand data, (b) PLC agendas, and/or (c) workshop evaluations.
8. Union negotiated contract section that describes career ladder opportunities.
9. New Teacher/Administrator Mentoring Policy

Equitable Services

10. Record of responses from independent schools regarding equitable services.
11. Records of consultation meetings with independent school representatives
12. Evidence that the LEA has correctly calculated the amount of funds for equitable services for Title I and Title IIA – instructional services, parent involvement and professional development
13. Independent school needs assessment documents
14. Timeline of planned activities on behalf of independent schools
15. Rosters from professional development activities, including independent school participants

Homeless Education

16. Number of homeless students identified in the current grant period and the services provided
17. Memos/letter from homeless liaison to schools with instructions regarding the identification, enrollment and services for homeless students
18. If receiving a McKinney-Vento grant, documentation of grant outcomes to date for current grant period

School Improvement

19. Amount of funds LEA has set aside for SES and choice-related transportation and how they have been spent
20. Description of the LEA's process and timelines for receiving, processing and implementing transfer requests
21. Documentation describing the LEA's process and timeline for notifying parents about SES options and for receiving and processing SES enrollment forms
22. Samples of agreements/contracts between LEA and approved SES providers

Schoolwide

23. If applicable, annual evaluations of the effectiveness of the schoolwide plans

Targeted Assistance

24. If applicable, Targeted Assistance plans for each school describing how students are selected for the Title I caseload and how services are delivered
25. If applicable, list of the Title I caseload, including the student's grade and how they were made eligible for Title I services